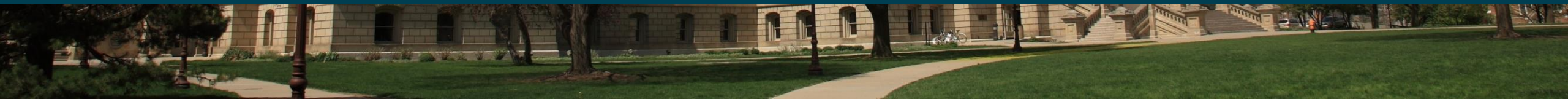




MAERS
Training Activity Module
Michigan Department of Labor & Economic Opportunity - Employment and Training



Training Activity Module – What's Covered

- ☐ Overview
- ☐ Eligible Participants
 - Eligibility module
 - Funding Source
 - Program Type
 - Change in IET collection
- ☐ Training Activity Module Placement in MAERS
- ☐ Entering a Training Activity
 - Training Information Tab
 - Attendance Tab
 - Required attendance will count towards a post-test
 - Training Results Tab
- ☐ Edit Checks
 - Missing Training Activity or Results
 - Missing Training Attendance
 - Change in Program Type or Funding Source
 - System Exits on Incomplete Training Activities
- ☐ Tools and Tips

Overview

When a program provides adult education classes concurrently with workforce preparation activities and/or workforce training for specific occupations, the collection of the training activity with training attendance hours is required.

A new module has been added to MAERS titled Training Activities.

This module will collect the training information, including attendance and results, for participants eligible for ***State School Aid, Section 107 Special Programs funding*** and for participants in an ***Integrated Educational and Training (IET) program***.

Eligible Participants

The training activity module is required for participants with the following funding source and/or program type due to having adult education classes accompanied by a training component:

- ***State School Aid Act, Section 107 Special Programs funding and/or***
- ***Integrated Education and Training program type (IET)***
 - Training reported as IET must be a component of an IET plan approved in the WIOA, Title II grant application.

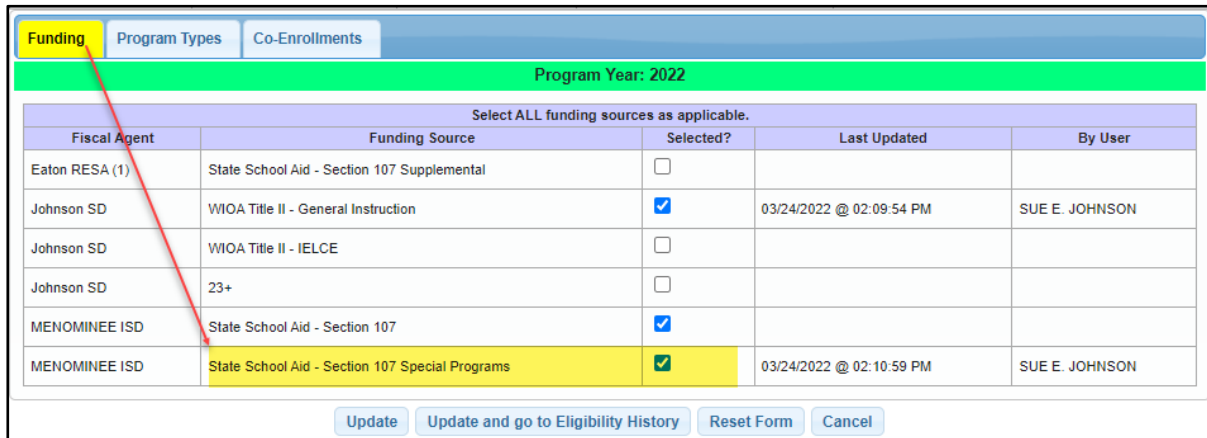
Completing training activities will be optional for all other program types and funding sources.

- Attendance will not be collected for the optional participants

Eligible Participants

Both the **Funding** and **Program Type** selections are completed on the **Eligibility** screens.

Adult Education Providers who participate in the Special Programs grant will see the **Special Programs** funding source on the **Funding** tab. Select this funding source for those participants who are participating in Special Programs.



Funding | Program Types | Co-Enrollments

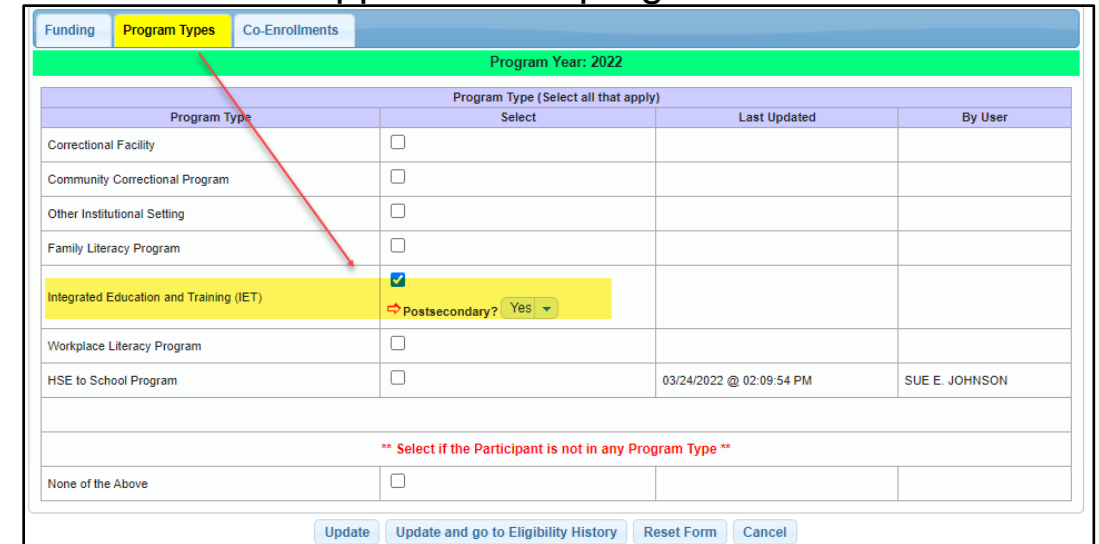
Program Year: 2022

Select ALL funding sources as applicable.

| Fiscal Agent | Funding Source | Selected? | Last Updated | By User |
|----------------|---|-------------------------------------|--------------------------|----------------|
| Eaton RESA (1) | State School Aid - Section 107 Supplemental | <input type="checkbox"/> | | |
| Johnson SD | WIOA Title II - General Instruction | <input checked="" type="checkbox"/> | 03/24/2022 @ 02:09:54 PM | SUE E. JOHNSON |
| Johnson SD | WIOA Title II - IELCE | <input type="checkbox"/> | | |
| Johnson SD | 23+ | <input type="checkbox"/> | | |
| MENOMINEE ISD | State School Aid - Section 107 | <input checked="" type="checkbox"/> | | |
| MENOMINEE ISD | State School Aid - Section 107 Special Programs | <input checked="" type="checkbox"/> | 03/24/2022 @ 02:10:59 PM | SUE E. JOHNSON |

[Update](#) [Update and go to Eligibility History](#) [Reset Form](#) [Cancel](#)

IET is a selection on the **Program Types** tab. It is required to select if this is a secondary or postsecondary *IET program*. This Yes/No will drive the Postsecondary Credential follow up upon program exit. Select this program type for those participants who are enrolled in an approved IET program.



Funding | **Program Types** | Co-Enrollments

Program Year: 2022

| Program Type | Program Type (Select all that apply) | Last Updated | By User |
|---|--|--------------------------|----------------|
| Correctional Facility | <input type="checkbox"/> | | |
| Community Correctional Program | <input type="checkbox"/> | | |
| Other Institutional Setting | <input type="checkbox"/> | | |
| Family Literacy Program | <input type="checkbox"/> | | |
| Integrated Education and Training (IET) | <input checked="" type="checkbox"/> Postsecondary? Yes | | |
| Workplace Literacy Program | <input type="checkbox"/> | | |
| HSE to School Program | <input type="checkbox"/> | 03/24/2022 @ 02:09:54 PM | SUE E. JOHNSON |
| ** Select if the Participant is not in any Program Type ** | | | |
| None of the Above | <input type="checkbox"/> | | |

[Update](#) [Update and go to Eligibility History](#) [Reset Form](#) [Cancel](#)

*Note: IET has moved from being its own tab in the **Eligibility** screens to being a program type selection.*



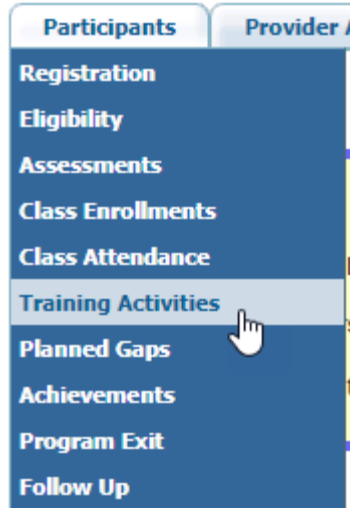
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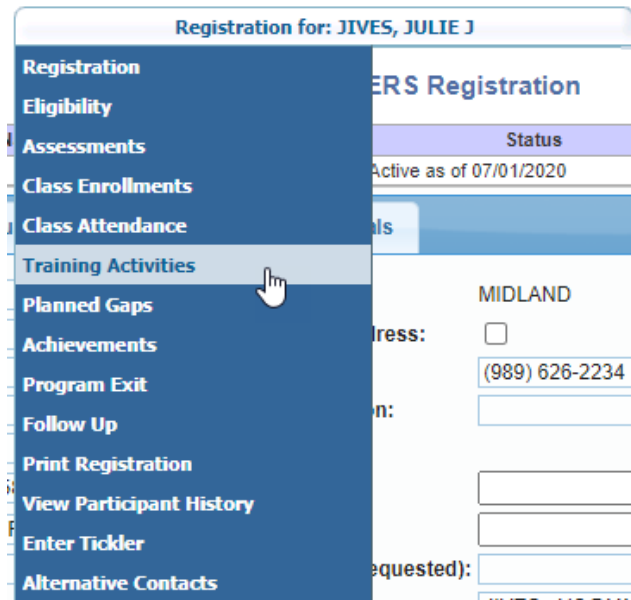
Training Activity Module Placement

There are three ways to navigate to the **Training Activities** module: by way of the **Participants** tab, **Participant** bar, or **Footer** buttons.

Participant Tab



Participant Bar



Footer Buttons

| | | | | | | |
|--------------|--------------|-------------|--------------------|--------------------------|---------------------|--------------|
| Registration | Eligibility | Assessments | Class Enrollments | Class Attendance | Training Activities | Planned Gaps |
| Achievements | Program Exit | Follow Up | Print Registration | View Participant History | Enter Tickler | |



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Entering a Training Activity

Once in a participant's record, click on the Training Activities link or footer button as shown on the previous slide.

1. Click on the **Enter New Training Activity** button to add a training activity.

Update/View Training Activities

| Registration ID | Participant Name | Local Stud. No | Status | Record Provider |
|-----------------|------------------|----------------|-------------------------|-----------------------------|
| 12204089 | 20 ELLE | EL20 | Active as of 01/01/2022 | JOHNSON AE (Code: JOHNSON2) |

Showing 1 to 1 of 1 entries

Search:

| Row# | Training Type | PY | Start Date | Postsec? | Instr. Area | End Date | Completed? | Attendance Hours | Last Updated | By User |
|------|--|------|------------|----------|-------------|----------|------------|------------------|--------------------------|------------|
| 1 | Career and Technical Education (CTE) | 2021 | 03/01/2022 | Yes | ABE/ASE | | No | | 03/24/2022 @ 04:45:48 PM | JOHNSONS28 |

Column visibility Print Excel PDF

First Previous 1 Next Last

2 1 Enter New Training Activity

2. If training activities have previously been entered, click on the [Training Type](#) link to view, update or delete an existing training activity.



Training Information Tab

- **Training Activity PY:** Select the applicable program year.
Note: The previous and current years will display between July 1 and September 17.

- **Training Start Date:** This is the actual start date of the training. The start date must be on or after the registration date and by June 30th of the program year.

- **Anticipated Training End Date:** This is the actual end date of the training to show the duration needed to complete the training.

- **Type of Training:** Dropdown includes –
 - Career and Technical Education (CTE)
 - Occupational Skills Training
 - On the Job Training (OJT)
 - Entrepreneurial Training
 - Customized Training

A definition can be viewed by hovering over each training type.

- **Postsecondary:** Select **Yes** or **No** regarding the level of training. *Note: If postsecondary is selected, it will auto fill the Postsecondary achievement on the Achievements screen for the 107-performance measure of Postsec. Enrollment.*
- **Instructional Area:** If a participant is dual enrolled in ESL and ABE/ASE, a dropdown will display. Select the appropriate Instructional Area for this training. If not dual enrolled, this will autofill with the applicable instructional area determined by the Registration screen >Instr. Areas tab.
- **Mode of Training:** Dropdown includes –
 - In-Person Only
 - Virtual/Online
 - Mix of In-person and Virtual/Online

| Created | By User | Last Updated | By User |
|---------|---------|--------------|---------|
| - | - | - | - |

Submit Reset Form Cancel



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Training Information Tab

- **MiTC Eligible Provider:** Michigan Training Connect (MiTC) is the state's official eligible training provider list. Select **Yes** or **No** based on the training provider being used for this training.

Note: If the Type of Training previously selected is either On the Job Training or Customized Training, the MiTC Eligible Provider will auto fill with No.

- **Training Provider:**
 - If MiTC **Yes** is selected, begin typing the Training Provider name. Eligible providers with a match will begin to populate. This list is uploaded daily.
 - If MiTC **No** is selected, type in the name of the provider
- **Training Program:**
 - If MiTC **Yes** is selected, a dropdown selection of programs will display
 - If MiTC **No** is selected, type in the name of the program
- **Training Location:**
 - If MiTC **Yes** is selected, a dropdown selection of the locations will display
 - If MiTC **No** is selected, type in the location

| Created | By User | Last Updated | By User |
|---------|---------|--------------|---------|
| - | - | - | - |

Submit Reset Form Cancel



Training Information Tab

After completing all the fields, click **Submit**.

Training Information

Training Results

Comments

* Training Activity PY:

2021

* Training Start Date:

12/06/2021

* Anticipated Training End Date:

03/25/2022

* Type of Training:

Career and Technical Education (CTE)

* Postsecondary?:

Yes

* Instructional Area:

ABE/ASE

* Mode of Training:

Mix of In-person and Virtual/Online

* MiTC Eligible Provider?:

Yes

* Training Provider:

North Country Heavy Equipment School (0708)

* Training Program:

Basic Heavy Equipment Operation (MiTC PROGRAM CODE: 2001000034, CIP:49.0202)

* Training Location:

ESCANABA CAMPUS (MiTC LOCATION CODE: 100258)

| Created | By User | Last Updated | By User |
|---------|---------|--------------|---------|
| - | - | - | - |

Submit

Reset Form

Cancel

*Note: The MiTC Eligible Provider list is uploaded daily. Due to this, **Training Activities** screen response time is delayed by 4 or more seconds longer than the other MAERS modules.*

Training Information Tab

1. Once the Training Information is submitted, the **Attendance** tab will display.
*Note: The **Attendance** tab will only display for those participating in Special Programs or those in IET.*
2. **Update and Enter Achievement** button is a reminder to complete data entry on the Achievements screen.
3. Based on the date of the activity, the Postsec Enrollment performance measure may prefill on the Achievements screen.

Training Information | Attendance | Training Results | Comments

* Training Activity PY: 2021

* Training Start Date: 12/06/2021

* Anticipated Training End Date: 03/25/2022

* Type of Training: Career and Technical Education (CTE) ▼

* Postsecondary?: Yes ▼

* Instructional Area: ABE/ASE ▼

* Mode of Training: Mix of In-person and Virtual/Online ▼

* MiTC Eligible Provider?: Yes ▼

* Training Provider: North Country Heavy Equipment School (0708) +

* Training Program: Basic Heavy Equipment Operation (MiTC PROGRAM CODE: 2001000034, CIP:49.0202) +

* Training Location: ESCANABA CAMPUS (MiTC LOCATION CODE: 100258) +

Check the + symbols to review detailed information which includes address and contact information.

| Created | By User | Last Updated | By User |
|--------------------------|----------------|--------------------------|----------------|
| 07/11/2022 @ 10:54:12 AM | SUE E. JOHNSON | 07/11/2022 @ 10:54:12 AM | SUE E. JOHNSON |

Submit | **Update and Enter Achievement** | Reset Form | Cancel

Delete

3 → Achievement History

| Registration ID | Participant Name | Local Stud. No | Status | Record Provider |
|-----------------|------------------|----------------|-------------------------|-----------------------------|
| 12204089 | 20 ELLE | EL20 | Active as of 01/01/2022 | JOHNSON AE (Code: JOHNSON2) |

| PY | Reportable for 107 & WIOA | | | | | | | | | | Reportable for 107 Only | | | Postsec. Enrollment |
|------|---------------------------|------------|------------------|-------------------------|----------|----------------|---------------------|-----------|----------------|-----------|-------------------------|------------------------|-----|---------------------|
| | EFL Gain | HS Diploma | MSG HSD EFL Gain | MSG Postsec. Enrollment | HSE Type | HSE Credential | Postsec. Transcript | Milestone | Pass Occ. Exam | HSE Tests | HSD Credit | Eng. Lang. Proficiency | | |
| 2021 | | | | | | | | | Yes | | Yes | | Yes | |

Enter Achievements

4 →

4. Click on the [Yes](#) link to navigate to either the **Training Activity** module due to completing a postsecondary training activity enrollment or to the Achievements **Postsec Enrollment** tab. If data is present in both, navigation will go to whichever has the latest date.



Attendance Tab

1. Enter in training attendance hours monthly following the Office of Adult Education's Attendance Policy.

Note: Hours can be logged as in person and/or distance (virtual).

2. Click **Submit** to save hours

| Training Information Attendance Training Results Comments | | | | | |
|---|----------|--------------------------------|--------------------------------|--------------|---------|
| Row # | Month | Training Hours | Distance Learning Hours | Last Updated | By User |
| 1 | Jul 2021 | N/A | N/A | | |
| 2 | Aug 2021 | N/A | N/A | | |
| 3 | Sep 2021 | N/A | N/A | | |
| 4 | Oct 2021 | N/A | N/A | | |
| 5 | Nov 2021 | N/A | N/A | | |
| 6 | Dec 2021 | <input type="text" value="5"/> | <input type="text"/> | | |
| 7 | Jan 2022 | <input type="text" value="6"/> | <input type="text"/> | | |
| 8 | Feb 2022 | <input type="text" value="4"/> | <input type="text" value="4"/> | | |
| 9 | Mar 2022 | <input type="text"/> | <input type="text"/> | | |
| 10 | Apr 2022 | <input type="text"/> | <input type="text"/> | | |
| 11 | May 2022 | <input type="text"/> | <input type="text"/> | | |
| 12 | Jun 2022 | <input type="text"/> | <input type="text"/> | | |

| Created | By User | Last Updated | By User |
|--------------------------|----------------|--------------------------|----------------|
| 03/30/2022 @ 04:50:40 PM | SUE E. JOHNSON | 03/30/2022 @ 04:50:40 PM | SUE E. JOHNSON |

2

Submit

Update and Enter Achievement

Reset Form

Cancel

Delete



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Attendance Tab

| PY | Beginning EFL | | Ending EFL | | Attended Hours | | | |
|--|-----------------|-----------------------------|--------------|--------------------------------|-----------------|----------------|------------------------|------------------------------|
| 2021 | ABE | High Intermediate Basic Ed. | ABE | High Adult Secondary Education | ABE | 54 | | |
| | ESL | Low Intermediate ESL | ESL | None | ESL | 0 | | |
| Class Program Year: 2021 | | | | | | | | |
| Group Attendance for Class # 1 - Class Provider: JOHNSON AE (Code: JOHNSON2) | | | | | | | | |
| Class Name | Class Number | Instructor | Inst. Method | Class Location - Room No | Scheduled Hours | Attended Hours | Class Begin - End Date | Class Enrollment - Exit Date |
| ABE | 100 | INSTRUCTOR_TWO | Classroom | JOHNSON CENTER | 120 | 28 | 07/01/2021-06/30/2022 | 07/01/2021-06/30/2022 |
| Month | Classroom Hours | Distance Learning Hours | | Last Updated | | By User | | |
| Jul 2021 | 5.00 | | | 03/16/2022 @ 05:17:36 PM | | SUE E. JOHNSON | | |
| Aug 2021 | 5.00 | | | 03/16/2022 @ 05:17:36 PM | | SUE E. JOHNSON | | |
| Sep 2021 | 5.00 | | | 03/16/2022 @ 05:17:36 PM | | SUE E. JOHNSON | | |
| Oct 2021 | 5.00 | | | 03/16/2022 @ 05:17:36 PM | | SUE E. JOHNSON | | |
| Nov 2021 | 5.00 | | | 03/16/2022 @ 05:17:36 PM | | SUE E. JOHNSON | | |
| Dec 2021 | 1.00 | | | 03/21/2022 @ 02:06:51 PM | | SUE E. JOHNSON | | |
| Jan 2022 | 1.00 | | | 03/21/2022 @ 02:06:51 PM | | SUE E. JOHNSON | | |
| Feb 2022 | 1.00 | | | 03/21/2022 @ 02:06:51 PM | | SUE E. JOHNSON | | |
| Mar 2022 | | | | - | | | | |

Training hours can count toward the required hours for a post-test.

1. In this example, the class attendance hours on the participant's **Class Attendance** screen total 28. This is below post-testing requirements.
2. However, the total class attendance hours displays 54 which is meeting the required hours to post-test.
3. This is due to the 26 hours being added in from the training activity.

Update/View Training Activities

| Registration ID | Participant Name | Local Stud. No | Status | Record Provider | | | | | | |
|-----------------------------|--------------------------------------|----------------|-------------------------|------------------------------|-------------|----------|------------|------------------|--------------------------|------------|
| 12057892 | 101 ELLE | EL101 | Active as of 07/01/2016 | JOHNSON AE (Code: JOHNSON2) | | | | | | |
| Showing 1 to 1 of 1 entries | | | | Search: <input type="text"/> | | | | | | |
| Row# | Training Type | PY | Start Date | Postsec? | Instr. Area | End Date | Completed? | Attendance Hours | Last Updated | By User |
| 1 | Career and Technical Education (CTE) | 2021 | 12/05/2021 | Yes | ABE/ASE | | No | 26.00 | 03/30/2022 @ 05:39:53 PM | JOHNSONS28 |

Column visibility

Print

Excel

PDF

FirstPrevious1NextLast



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Training Results Tab

Training Exit Date: The date the participant left the training. The exit date must be on or before June 30th of the program year and on or after the training start date.

Completed Training: Select **Yes** or **No**. Based on the selection, 2 additional fields may be required.

If no, Reason not Completed: Select the applicable reason as to why training was not completed.

Other Reason Description: If Other is selected, it is required to provide a description.

Credential Received: If selected, the dropdown includes -

- Occupational Licensure
- Occupational Certificate
- Occupational Certification
- Associate Degree (AA or AS)
- Other Industry-Recognized Certificate or Credential
- No credential received

A definition can be viewed by hovering over each credential type.

Credential Attained on: The credential attained date must be on or before June 30th of the program year

Completed Workforce Prep Activity: All participants requiring a Training Activity must also participate in a Workforce Prep Activity. Select **Yes** or **No**.

Number of Workforce Prep Hours Completed: Enter the total number of Workforce Prep hours completed. If **No** is selected and no hours were logged, a zero must be entered. Workforce prep hours are not the same as Training Activity attendance hours and will not count toward the minimum required post-test hours.

Workforce Prep Provider: If Workforce Prep hours are greater than zero, enter in the provider name.

| Training Information | Attendance | Training Results | Comments |
|---|----------------|--------------------------|----------------|
| <p>Training Exit Date: <input type="text"/></p> <p>Completed Training: <input type="button" value="v"/></p> <p>If no, Reason not Completed: <input type="text"/></p> <p>Other Reason Description: <input type="text"/></p> <p>Credential Received: <input type="button" value="v"/></p> <p>Credential Attained on: <input type="text"/></p> <p>Completed Workforce Prep Activity: <input type="button" value="v"/></p> <p>Number of Workforce Prep Hours Completed: <input type="text"/></p> <p>Workforce Prep Provider: <input type="text"/></p> | | | |
| Created | By User | Last Updated | By User |
| 07/11/2022 @ 10:54:12 AM | SUE E. JOHNSON | 07/11/2022 @ 10:54:12 AM | SUE E. JOHNSON |
| <div>Update Update and Enter Achievement Reset Form Cancel</div> <div>Delete</div> | | | |

Note: Completed training is defined as meeting attendance requirements as well as resulting in a credential or passing the final test showing proficiency in the skills taught in the training.



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Training Results Tab

Click **Update** after completing all required fields.

Training Information

Attendance

Training Results

Comments

Training Exit Date:

03/25/2022

* Completed Training:

Yes

If no, Reason not Completed:

Other Reason Description:

* Credential Received:

Occupational Certificate

* Credential Attained on:

03/25/2022

* Completed Workforce Prep Activity:

Yes

* Number of Workforce Prep Hours Completed:

10

* Workforce Prep Provider:

ESCANABA COMMUNITY COLLEGE

| Created | By User | Last Updated | By User |
|--------------------------|----------------|--------------------------|----------------|
| 07/11/2022 @ 10:54:12 AM | SUE E. JOHNSON | 07/11/2022 @ 11:06:27 AM | SUE E. JOHNSON |

Update

Update and Enter Achievement

Reset Form

Cancel

Delete

The training activity is now completed.

| Row# | Training Type | PY | Start Date | Postsec? | Instr. Area | End Date | Completed? | Attendance Hours | Last Updated | By User |
|------|--------------------------------------|------|------------|----------|-------------|------------|------------|------------------|--------------------------|------------|
| 1 | Career and Technical Education (CTE) | 2021 | 12/06/2021 | Yes | ABE/ASE | 03/25/2022 | Yes | 25.00 | 07/11/2022 @ 11:06:27 AM | JOHNSONS28 |

Column visibility

Print

Excel

PDF

First

Previous

1

Next

Last

Enter New Training Activity



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Edit Checks

Reminder: Training Activities are required for those eligible participants participating in a ***Special Program*** or in the ***IET program type***.

MAERS will provide alerts when training activities are not completed or if data is altered in a way that violates any existing business rules.

Please read all alerts carefully and make corrections accordingly. Some examples of required rules regarding Training Activities are as follows:

- An eligible participant cannot be program exited without a required training activity
- An eligible participant cannot be program exited without recorded attendance in a training activity
- An eligible participant cannot be program exited without recorded training results
- Removing ***Special Programs funding*** or ***IET*** as a program type will result in removing training attendance hours and provide an alert if a post-test is utilizing training hours to hit requirements.

Edit Checks

The following are some examples of alerts and information messages that could be received.

Attempting to exit an eligible participant without a training activity:

Update Program Exit

⚠ Alert Message

- This transaction would violate the following Training Activities rule(s):
 - For PY 2021:A training activity is required for this participant
- Unable to update the MAERS Program Exit information

Attempting to exit an eligible participant without any training attendance:

Update Program Exit

⚠ Alert Message

- This transaction would violate the following Training Activities rule(s):
 - For PY 2021:None of the training activities has attendance
- Unable to update the MAERS Program Exit information

Attempting to exit an eligible participant without training results:

Update Program Exit

⚠ Alert Message

- This transaction would violate the following Training Activities rule(s):
 - For PY 2021:There are Activities that have attendance but do not have training results
- Unable to update the MAERS Program Exit information

Edit Checks

Removing ***Special Programs funding*** or ***IET*** program type when training hours exist.

Training attendance hours will automatically be deleted.

Enter/Update Eligibility

i Informational Message

- Information Message: The system deleted Training Attendance records for the following periods:

| Period |
|------------|
| March 2021 |
- Transaction successfully completed.

Removing ***Special Programs funding*** or ***IET*** program type when training hours assisted in meeting the post-test requirements:

Enter/Update Eligibility

⚠ Alert Message

- Warning for Participant: ELLE, 101 E. DOB: 07/02/1999.
There is a PY 2021 CASAS (ABE/ASE) POST Test on file for the Participant requiring at least 40 hours of attendance.
- Current transaction can not be completed. Please correct above errors and re-submit request



Tools and Tips

- ❑ Training activities can take place the same month as an Adult Education class
 - Training activities cannot take place prior to the Adult Education class
 - Training activities can continue after a secondary credential is earned **ONLY** for those with Special Programs funding
 - Training activities cannot continue after a secondary credential is earned for those in IET
- ❑ When a registration is system exited:
 - If there is no training activity or training attendance, an email is sent to LEO-MAERS2.0@michigan.gov. State staff will then alert the program to correct the record.
 - If training attendance is present but the training results are missing, the results will auto fill with a **No** for **Completed Training** with a reason of **System Exited**. The System Exit date of the training activity will be either 1) the training begin date if there is no training attendance or 2) the last day of the month where attendance was last entered for the training activity.
- ❑ Non eligible participants can still have a training activity and results entered into MAERS but the attendance tab will not display for the collection of hours
- ❑ Planned Gaps will look at Training Activities as services. When creating a planned gap for these eligible participants, check the training attendance and training end date to determine the correct Planned Gap Begin and End dates.
- ❑ Reports to assist with required collection of training activities:
 - Missing Data Report
 - Will display missing Training Activity and missing Training Attendance for eligible participants

A laptop is open on a wooden desk. The screen displays text. To the left of the laptop is a smartphone, and to the right is a small white object. The background is a blurred office space with warm lighting and people moving.

Michigan Department of
Labor and Economic Opportunity -
Employment and Training

LEO-MAERS2.0@Michigan.gov